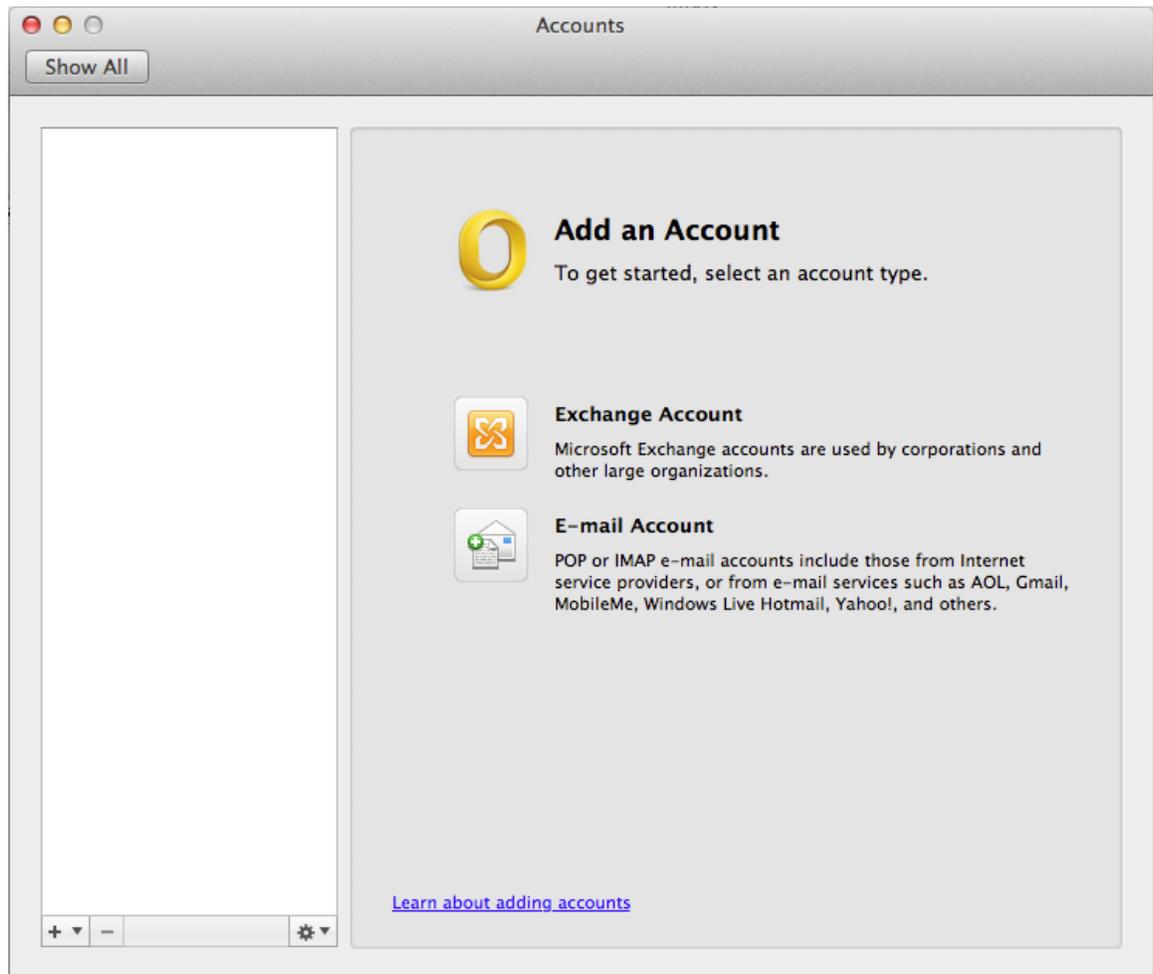


# Configuring Outlook for Mac 2011 for Exchange 2010

UPDATED 10/16/2012

1. Open Outlook for Mac 2011, and click the “Add Account” button. Optionally, we generally recommend that you also choose the checkbox “Make Outlook the Default application for E-Mail, Calendar, and Contacts”
2. Choose “Exchange Account”



3. Enter your account information. This will be your ANL domain account and password information (i.e. the account you use to access the Inside Argonne Portal). Your email address should be your @anl.gov alias. Child domain addresses such as [user@zimbra.anl.gov](mailto:user@zimbra.anl.gov), [user@mcs.anl.gov](mailto:user@mcs.anl.gov), or [user@aps.anl.gov](mailto:user@aps.anl.gov) should not be used. Click “Add Account” when complete.

**Enter your Exchange account information.**

E-mail address:

Authentication

Method:

User name:

Password:

Configure automatically

4. If prompted to accept a redirection from Autodiscover.anl.gov, check the “always use my response for this server” checkbox, and click “Allow”

**Outlook was redirected to the server autodiscover.anl.gov to get new settings for your account youremail@anl.gov. Do you want to allow this server to configure your settings?**

<https://autodiscover.anl.gov/>

Click Allow only if you fully trust the source, or if your Exchange administrator instructs you to.

Always use my response for this server

5. Allow Outlook time to synchronize with your Exchange account. This can be between several minutes and several hours, depending on the size of your mailbox. You can continue to work in your mailbox while synchronization is occurring.